# Instructions for opening forms if you are seeing the following message:

# Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows  $\$ , Mac, or Linux  $\$  by visiting http://www.adobe.com/go/reader\_download.

For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.

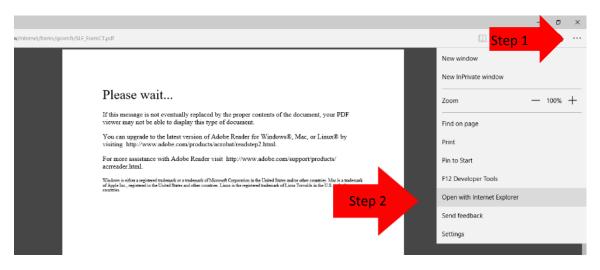
Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linux Torvalds in the U.S. and other countries.

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# **Windows Edge**

The easiest way to view and use PDF forms using Windows 10 & Microsoft Edge is to:

- Open Edge Browser
- o Click on the 3 ellipses (...) in top right corner of the browser window

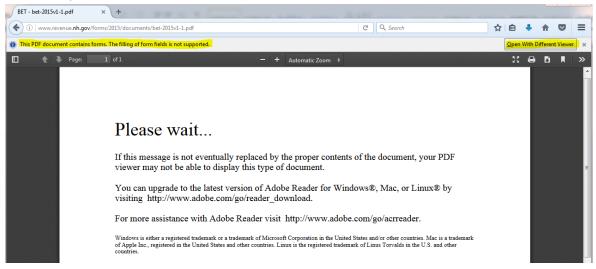


- Select "Open with Internet Explorer"
- o Wait for page to open in a new window and click on the form.
- O You can now fill out and save the form.

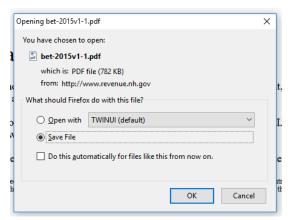
#### **Firefox**



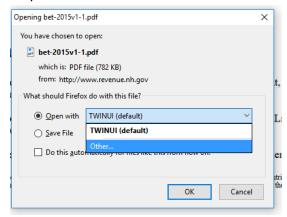
When trying to open a PDF in Firefox you will see the following page. You can either select "Open with Different Viewer" (top right corner of browser) and select Adobe Acrobat Reader or you can download the file and save it locally to your computer and then open it with Adobe Acrobat Reader. Use the steps below to open the file with Adobe Acrobat Reader.



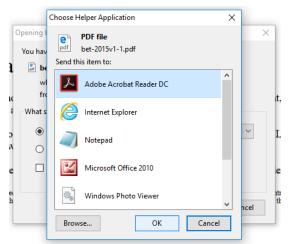
Click on the "Open with Different Viewer" and you'll see the following:



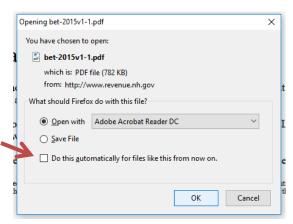
Select "Open With" and click on the down arrow to expand the drop down box for more options. You may have to click on "Other ..." shown below



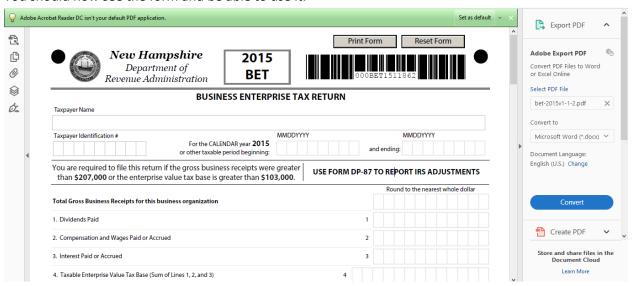
Browse the list and select Adobe Acrobat Reader and click "OK" box to close the window.



Click "OK" again now that Adobe is in the dropdown window. If you want to save this selection permanently, also check the box in front of "Do this automatically for files like this from now on"



You should now see the form and be able to use it.



## **Google Chrome**

Instructions for using Fillable forms.

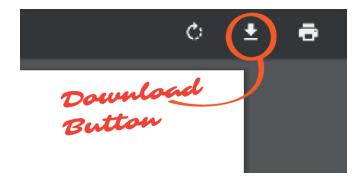
Please make sure you have a current version of Adobe Acrobat Reader installed on your computer. Navigate to the form you are looking for.



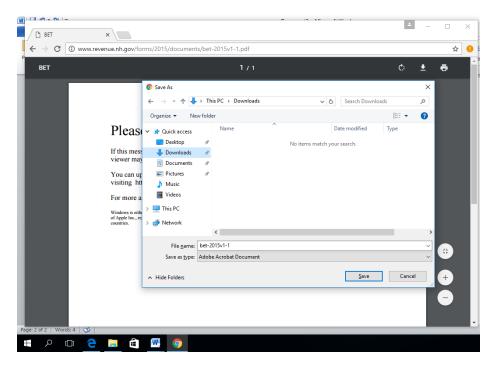
When you click on the form you will be taken to a page that looks like this.



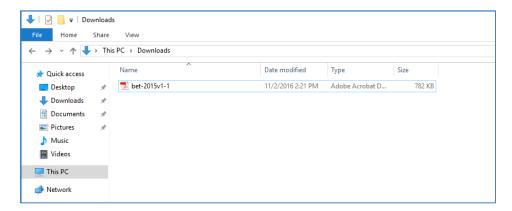
Click Download Button found in the upper right corner of the browser window and save the file to a location on your computer:



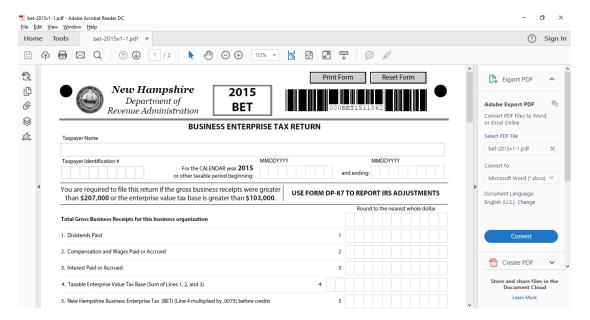
Please make note of the location the file is being saved to so that you can find and open the file once you have saved it.



Close/minimize the browser window, navigate to your saved file location and then open your saved form by double clicking on the file.



This will launch Adobe Acrobat Reader and open the file for editing. Enter your information and then Save and Print your form as needed.

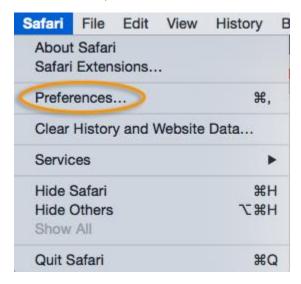


## **Apple Safari**

To view PDFs with Safari, you can do the following:

### Set Safari preferences to use Adobe Reader plug-in to view PDFs

1. Launch Safari, and then choose Preferences.

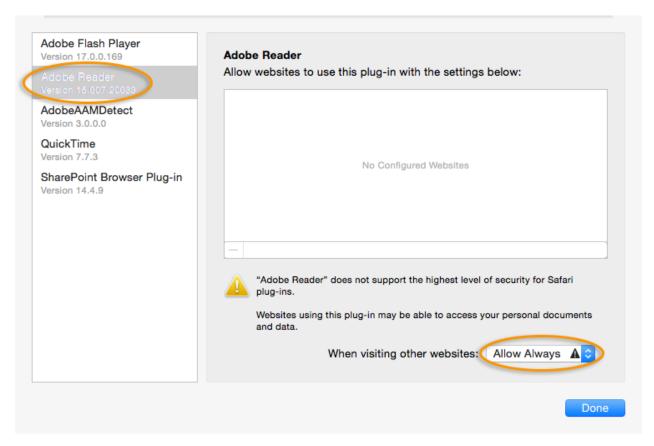


2. In the Preferences window, choose **Security** and then click the **Website Settings** button for Internet plug-ins.



3. Now select **Adobe Reader** in the list of plug-ins.

Under the option **When visiting other Websites**, in the drop-down list, choose **Allow Always** and then click **Done**.

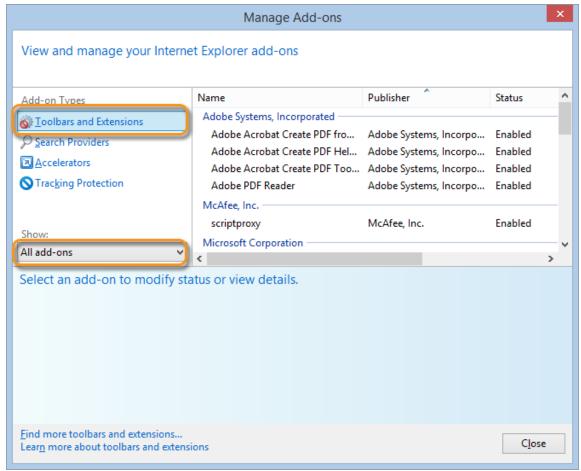


#### Note:

This will set the browser to use the Adobe Reader plug-in to view PDFs.

## **Internet Explorer 8 and later**

- 1. Open Internet Explorer, and choose **Tools** > **Manage Add-ons**.
- 2. Under Add-on Types, select **Toolbars and Extensions**.
- 3. In the Show menu, select **All Add-ons**.



Select All Add-ons from the Show menu in the Manage Add-ons dialog box.

4. In the list of add-ons, select **Adobe PDF Reader**.

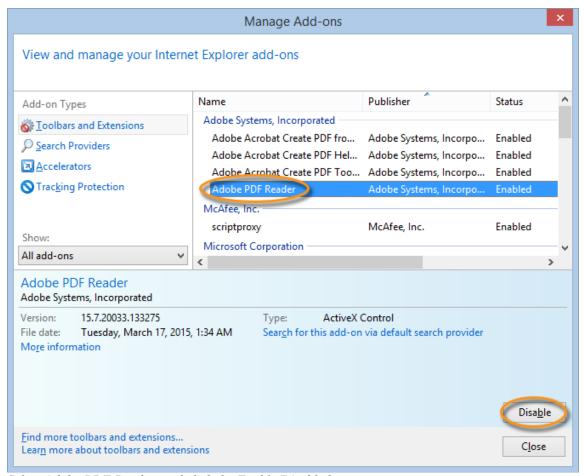
#### Note:

If you do not see the Adobe PDF Reader add-on, try the other options on the menu. For example, on some systems, the add-on appears when you select Run Without Permission.

5. Click the **Enable** or **Disable** button (it toggles depending on the status of the selected add-on):

**Enable** sets the Adobe PDF Reader add-on to open PDFs in the browser.

**Disable** turns off the add-on so it does not open PDFs in the browser.



Select Adobe PDF Reader, and click the Enable/Disable button.

# **Other Possible Browser/Adobe Symptoms**

To solve some of the most common PDF-display issues, follow the instructions found in the links below to Update Reader or Acrobat, check the browser settings, repair or reinstall Reader or Acrobat.

- A blank page in the web browser
- A red X icon or a broken-link indicator, such as a red square, a blue triangle, or a blue circle

Refer to the following Adobe help pages for instructions on how to do these actions:

https://helpx.adobe.com/acrobat/kb/quick-fix-view-pdfs-web.html

https://helpx.adobe.com/acrobat/kb/cant-view-pdf-web.html